



TOWN OF LADYSMITH

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, FEBRUARY 3, 2014
7:00 p.m.

AGENDA

Page

CALL TO ORDER 7:00 P.M.

1. AGENDA APPROVAL

2. MINUTES

2.1. Minutes of the Regular Meeting of Council held January 20, 2014..... 1

2.2. Minutes of the Special Meeting of Council held January 28, 2014 7

3. DELEGATIONS

3.1. Kathleen Sheppard, Social Planning Cowichan11

Representatives of Social Planning Cowichan will be in attendance to present the organization's 2013 Annual Report, accomplishments from 2013 and priorities for 2014.

3.2. Aaron Stone, Cheryl Onciul, Ecole Davis Road Parents' Advisory Council

Representatives of Ecole Davis Road PAC will be in attendance to discuss the upcoming Special Board Meeting of School District 68 concerning the District Facilities Plan.

4. PROCLAMATIONS – None

5. DEVELOPMENT APPLICATIONS – None

6. COUNCIL COMMITTEE REPORTS

6.1. Mayor R. Hutchins

Cowichan Valley Regional District; Stocking Lake Advisory Committee; Community Health Advisory Committee/Interagency Group

6.2. Councillor B. Drysdale

Municipal Services Committee; Protective Services Committee; Heritage Revitalization Advisory Commission

8.2.1 Municipal Services Committee Recommendations -12

January 20, 2014 Meeting

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6.3. Councillor J. Dashwood Advisory Design Panel; Cowichan Valley Regional District Community Safety Advisory Commission; Social Planning Cowichan; Social Planning Cowichan Affordable Housing Directorate; Ladysmith Early Years Partnership; Ladysmith Chamber of Commerce	
6.4. Councillor G. Horth Advisory Planning Commission; Parks, Recreation and Culture Commission; Liquid Waste Management Committee; Ladysmith Downtown Business Association	
6.5. Councillor D. Paterson Protective Services Committee; Parks, Recreation and Culture Commission; Festival of Lights	
6.6. Councillor G. Patterson Youth Advisory Committee; Liquid Waste Management Committee	
6.7. Councillor S. Arnett Stocking Lake Advisory Committee; Vancouver Island Regional Library Board; Celebrations Committee	
7. STAFF REPORTS	
7.1. Community Heritage Register Update Project	13
7.2. Regional Sport Tourism Committee Appointment	31
7.3. BC Family Day Grant and Special Event	33
7.4. 2014 Low-Flush Toilet Rebate Program	35
8. BYLAWS – None	
9. CORRESPONDENCE	
9.1. S/Sgt. Dave Herman Letters of Recognition for Ladysmith Fire/Rescue and Ladysmith Search and Rescue	37
 <u>Staff Recommendation</u> That Council write letters of congratulations to Ladysmith Fire Rescue and Ladysmith Search and Rescue for the ongoing contributions their volunteers make to the community and to law enforcement.	

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- 9.2. Dot Neary, Board of School Trustees, School District 68 (two letters).....39**
Acknowledgement of Correspondence and Notice of Special Board Meeting, February 6, 2014 (Town’s correspondence attached for reference)

Staff Recommendation

That Council receive the correspondence from School District 68 Board Chair Dot Neary dated January 20 and January 29, 2014, and that Council consider whether it wishes to take any action with respect to the February 6, 2014 Special Meeting of the Board of School Trustees of School District 68 to determine the future of schools in the Ladysmith zone.

10. NEW BUSINESS

- 10.1. Ladysmith Chamber of Commerce Home, Garden and Business Show.....47**

Staff Recommendation

That Council consider whether it wishes to reserve a booth in the Ladysmith Chamber of Commerce Home, Garden and Business Show on March 28 and 29, 2014.

- 10.2. Ladysmith Food Bank – Request for Letter of Support**

Council has received a request to provide a letter of support for the Ladysmith Food Bank’s application to Food Banks Canada for funds to support a community kitchen to provide both meals and skill development for those in need in the community. The deadline for the grant application is February 7, 2014.

Staff Recommendation

That Council provide a letter of support to the Ladysmith Food Bank in its application for Community Kitchens Program funds from Food Banks Canada to support a community kitchen in Ladysmith that would provide meals and related skill development for members of the community.

11. UNFINISHED BUSINESS

12. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.

- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

13. CLOSED MEETING

In accordance with section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* to consider the following items:

- labour relations or other employee relations.

14. ARISE AND REPORT

15. ADJOURNMENT



**TOWN OF LADYSMITH
MINUTES OF A MEETING OF COUNCIL
MONDAY, JANUARY 20, 2014
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 7:00 P.M.**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Bill Drysdale
Councillor Jillian Dashwood	Councillor Duck Paterson	Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT

Councillor Gord Horth

STAFF PRESENT:

Ruth Malli	Sandy Bowden	Felicity Adams
Sue Bouma	John Manson	

CALL TO ORDER

Mayor Hutchins called this Regular Meeting of Council to order at 7:00 p.m.

AGENDA APPROVAL

CS 2014-021

It was moved, seconded and carried that the agenda for the Regular Council Meeting of January 20, 2014 be approved.

MINUTES

CS 2014-022

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held Monday, January 6, 2014 be approved.

DELEGATIONS

Joe Burnett and Mike Hooper - Nanaimo Airport Commission

Joe Burnett (Town of Ladysmith representative on the Nanaimo Airport Commission) and Mike Hooper (President and Chief Executive Officer of Nanaimo Airport) gave their bi-annual report to Council about developments at the airport.

Council thanked Mr. Burnett and Mr. Hooper for their presentation and congratulated them on the success of the airport.

Cowichan Valley Performing Arts Foundation

Leanne Schultz presented an overview of the Cowichan Valley Performing Arts Foundation's accomplishments since 2012 and their goals for 2014, as they apply to their Grants-in-Aid Request. Council thanked Ms. Schultz for her presentation and congratulated her on the achievements of the Cowichan Valley

Performing Arts Foundation, while noting that the Grants-in-Aid process is underway and that information about the process will be sent in due course.

PROCLAMATIONS

Mayor Hutchins proclaimed February as “Heart Month” in the Town of Ladysmith. He urged all citizens to take this month to contemplate their own heart health and to give as generously as possible to the Heart and Stroke Foundation Person to Person Campaign.

DEVELOPMENT APPLICATIONS

Official Community Plan Amendment and Rezoning Application – Holland Creek Place, Development Permit 3360-13-05 for Lot A, District Lot 43, Oyster District, Plan EPP 12594

CS 2014-023

It was moved, seconded and carried that Council give first and second reading to:

- 1) Bylaw 1843 cited as “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 42) 2014, No. 1843; and
- 2) Bylaw 1844 cited as “Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 96), 2014, No. 1844.
- 3) And that Council directs a Public Hearing to be scheduled for Bylaw 1843 and 1844 to replace Covenant CA1884279 in order to permit eight single family bareland strata lots to be developed at the subject property on Holland Creek place.

BYLAWS (OCP/ZONING)

CS 2014-024

Town of Ladysmith Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 42), 2014, No. 1843

It was moved, seconded and carried that Town of Ladysmith Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 42), 2014, No. 1843 be read a first and second time.

CS 2014-025

Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (no. 96), 2014, No. 1844

It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 96), 2014, No. 1844 be read a first and second time.

CS 2014-026

It was moved, seconded and carried that a Public Hearing be Scheduled for Bylaw 1843 and 1844.

CORRESPONDENCE

CS 2014-027

Cowichan Social Planning Re: Request for Appointment of Ladysmith Representative on Board of Directors

It was moved, seconded and carried that Council appoint Councillor Dashwood as the Ladysmith representative to the Cowichan Social Planning Board of Directors.

CS 2014-028

It was moved, seconded and carried that Council appoint Councillor Drysdale as an alternate representative to the Cowichan Social Planning Board of Directors.

**Honours and Awards Secretariat Re: Order of British Columbia
2014 Call for Nominations**

CS 2014-029

It was moved, seconded and carried that Council members consider nominations for the 2014 Order of British Columbia and that they bring any names forward for Council's consideration by mid-February.

QUESTION PERIOD

Mr. D. Marvel enquired about the Town's present level of awareness regarding the potential radioactive contamination of Ladysmith Harbour due to the severely damaged nuclear plant in Fukushima, Japan. Mayor Hutchins advised him that this issue was outside of the Town's jurisdiction and directed him to approach Dr. Paul Hasselback, the District Medical Officer for Island Health.

Mr. R. Johnson enquired about information contained in Council minutes and was advised that the purpose of the minutes is to reflect the decisions made by Council.

Mr. R. Johnson enquired whether Bylaws 1832 and 1833, regarding the growth and production of Medical Marijuana, were adopted. He was advised that they were both adopted at the Council meeting held on December 16, 2013.

Mr. R Johnson enquired about recent amendments to Council Procedure Bylaw No. 1666.

CLOSED MEETING

CS 2014-030

It was moved, seconded and carried at 7:42 p.m. that Council retire into Closed Meeting after a two minute recess.

ARISE AND REPORT

Council arose from the Closed Meeting with report on the following items:

Agenda Item 3.1 - Resolution CE-2014-010

That Council rise and report on the following 2013 closed meeting resolutions:

CE 2013-003 That the service contract with the Ladysmith Chamber of Commerce be approved with the following amendments:

- a) Reporting to the Town Council on a semi-annual basis and from time to time as required by town Council and staff
- b) Maintaining and cleaning the visitor information office, including a public washroom, to a standard reasonably required by the Town

CE 2013-004 That it be confirmed that it is the intention of Council that the agreement with the Ladysmith Maritime Society for the Ladysmith Community Marina applies to all of DL 2016.

CE 2013-013 That Council support the Temporary Prisoner

Management Plan submitted by the RCMP and that a compensation rate be negotiated with Nanaimo RCMP of approximately \$175 per day, which would be paid to the Town, for the duration of the renovation period of the Nanaimo City Jail, in accordance with the terms of the Nanaimo RCMP Detachment Temporary Prisoner Management Plan.

CE 2013-014 That Council direct staff to:

a) proceed with the sale of Town-owned properties located at 1201 and 1251 Christie Road with disclosure of the investigations (i.e. Site Profile, Stage 1 and limited Stage 2 Preliminary Site Investigation and Stage 2 Preliminary Site Investigation) and findings; and,

b) proceed with applying for a Determination of Contaminated Site from the Ministry of Environment if such disclosure is not acceptable to prospective purchasers, or if the Town has received direction from the Ministry of Environment.

CE 2013-017 That staff be directed to:

a) re-post the position of Director of Parks, Recreation and Culture for the Town of Ladysmith immediately;

b) enter into a contract with a suitable Parks, Recreation and Culture professional to provide leadership in the Parks, Recreation and Culture Department on a full or part-time basis, (to be determined by the City Manager), until a successful candidate for the Director's position is appointed; and,

c) amend the requirement for a Master's degree in the Director's position description to note that a Master's degree is preferred but not required.

CE 2013-029 That Shared Services B.C. be requested to manage the preparation and submission of an application by a rostered Contaminated Sites Approved Professional together with review of the application and issuance of a Determination by the Ministry of Environment, with the Town's share of the costs not to exceed \$17,000.

CE 2013-038 That the City Manager be authorized to present employment offers, within the existing salary grid, as follows:

- Clayton Postings – Director of Parks, Recreation and Culture
- Kurt Koester, Manager of Operations

CE 2013-039 That the position of Corporate Services Coordinator not be filled at this time.

CE 2013-050 That Councillors Horth and G. Patterson be requested to negotiate the acquisition of the Dominion Cup trophy from the current owner and to bring a recommendation back to Council as soon as possible.

CE 2013-058 That discussion of a possible reduction in the Ladysmith Trolley Service be referred to the Monday, May 13 Special Meeting of Council.

CE 2013-063 That the City Manager be directed to amend the practice on exempt staff contracts in order to enter into open, rather than fixed term contracts.

CE 2013-070 That Gerald Fukakusa be appointed Manager of Accounting Services, effective June 10, 2013.

CE 2013-074 That trustees and senior staff of School District 68 be invited to meet with Council on Monday, June 10 to discuss the proposed Facilities Plan for Ladysmith.

CE 2013-075 That a Waterline Testing and Flushing Agreement between the Town and the Stz'uminus First Nation be approved effective June 3, 2013, and that the Mayor and Corporate Officer be authorized to sign the agreement.

CE 2013-083 That staff be directed to explore options and costs for the development of a strategy for cost recovery for services to neighbouring local government areas.

CE 2013-084 That staff be directed to proceed with the disposition of the alleyway behind the Ladysmith and District Credit Union building located at 330 First Avenue.

CE 2013-094 That the Human Resources Department Report for the month of June 2013 be received.

CE 2013-102 That Council direct staff to:

a) obtain updated appraisals on 1201 and 1250 Christie Road and 900 Russell Road prior to marketing the properties through local real estate firms;

b) not proceed with marketing the two lots at 370 South Davis Road at this time and include \$100,000 to be prioritized in the 2014 budget against other projects in the process for the development of road access to this property.

CE 2013-117 That the City Manager be authorized to offer the position of Manager of Operations to Eric McMillan.

CE 2013-134 That the proponents wishing to lease Unit B of the Machine Shop on Oyster Bay Drive for the restoration of industrial artifacts be advised that they are required to identify a business, society or individual who will enter into the lease with the Town and meet all other legal and liability requirements associated with the tenancy.

CE 2013-135 That staff be directed to confirm the financial implications of engaging an engineer to assess the Machine Shop facility in order to determine the work required to ensure the structure is safe for all tenants.

CE 2013-137 That the Town-owned property at 1201/1251 Christie Road be listed at the appraised price of \$670,000.

CE 2013-140 That the Human Resources Report for September 2013 be received.

CE 2013-152 That the confirmation of appointments to Town advisory commissions and committees be referred to the next closed meeting of Council.

Agenda Item 5.1 - Resolution CE-2014-014

That Council authorize the listing agent to reduce the price of the Town-owned property at 1201/1250 Christie Road to \$599,000.

ADJOURNMENT

CS 2014-031

It was moved, seconded and carried that this meeting of Council be adjourned at 9:05 p.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Subject to Adoption



TOWN OF LADYSMITH
MINUTES OF A SPECIAL MEETING OF COUNCIL
TUESDAY, JANUARY 28, 2014
PART A – COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 5:02 P.M.
PART B – LADYSMITH SENIORS CENTRE, 630 SECOND AVENUE
CALL TO ORDER 6:30 P.M.

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Bill Drysdale
Councillor Jillian Dashwood	Councillor Duck Paterson	

COUNCIL MEMBERS ABSENT

Councillor Gord Horth	Councillor Glenda Patterson
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STAFF PRESENT:

Ruth Malli	Sandy Bowden	Joanna Winter
John Manson	Felicity Adams (entered at 6:30 p.m.)	

GUESTS PRESENT:

Seamus Frain, Opus DaytonKnight

CALL TO ORDER

Mayor Hutchins called this Special Meeting of Council to order at 5:02 p.m.

AGENDA APPROVAL

CS 2014-031

It was moved, seconded and carried that the agenda for the Special Council Meeting of January 28, 2014 be approved.

STAFF REPORTS

Request for Proposals for Supply and Delivery of MBBR/DAF Equipment for the Waste Water Treatment Plant

The Director of Infrastructure Services and Seamus Frayne, Opus DaytonKnight presented an overview of the proposal received for supply and delivery of MBBR/DAF equipment for the Waste Water Treatment Plant, and responded to questions from Council.

CS 2014-032

It was moved, seconded and carried that Council authorize the Town and Opus DaytonKnight to enter negotiations with World Water Works to finalize the details of the equipment, controls and pricing with a view to entering into a contract with World Water Works to supply and deliver the MBBR/DAF equipment to the Town, and, if successful, to enter into a contract with World Water Works. In the event that the Town is unable to successfully conclude negotiations with World Water Works under the above terms, that Council authorize the Town and Opus DaytonKnight to

enter negotiations with Veolia on the same terms as above.

S. Frain left the meeting.

CLOSED MEETING

CS 2014-033

It was moved, seconded and carried at 5:26 p.m. that Council retire into Closed Meeting after a two minute recess.

ARISE AND REPORT

Council arose from the Closed Meeting at 5:47 p.m. without report.

RECESS

CS 2014-034

It was moved, seconded and carried that this meeting of Council recess at 5:47 p.m. and that it reconvene as scheduled at the Ladysmith Seniors Centre at 6:30 p.m.

PRESENTATIONS & DELEGATIONS

Mayor Hutchins reconvened the Special Meeting at the Ladysmith Seniors Centre at 6:30 p.m.

Bob Smits, Chair, North Oyster Diamond Ratepayers

Bob Smits, Chair of the North Oyster Diamond Ratepayers, spoke to Council regarding the effects of the proposed Boundary Extension Application by Couverdon/TimberWest, expressed residents' concerns and urged Council to consider a regional approach to watershed management given the interconnection between watersheds. Mr. Smits responded to questions from Council.

Frank Limshue, Couverdon Real Estate & James Miner, Sasaki Associates Inc.

Frank Limshue, Director of Planning and Zoning, Couverdon Real Estate and James Miner, Planning Consultant, gave a presentation outlining Couverdon's Boundary Extension Application, impacts on watersheds and viewsapes and development possibilities, and responded to questions from Council and the audience.

Bryan Henderson enquired about the amount of the proposed lands surrounding Holland Lake as a percentage of the total watershed.

Brita Myrmel expressed concern about the large number of 'unknowns' surrounding the application and commented that it is not environmentally responsible to keep putting cement on top of aquifers .

Dave Judson enquired about TimberWest's logging practices on all lands and their effects throughout the watershed, expressed

concern about watershed preservation, suggested ways in which the Town could protect the lands surrounding Stocking and Holland Lakes and enquired about the effect of the proposal on property taxes.

Mary Marcotte, John Simmons and Greg Smith urged Couverdon to provide more information to area residents and to consider conducting opinion surveys .

Lynne Rolko asked about the financial benefit to the Town and the tax impact on citizens of boundary expansion.

Myfanwy Plecas expressed a concern about the Town's ability to accommodate the increase in demand on water and sewer infrastructure.

Bob Jameson enquired whether the Town is able to construct a pipeline across Crown land to draw water directly from Holland Lake.

Bob Smits stated that water should be considered as a regional resource and watershed protection matters addressed accordingly.

Rob Johnson enquired whether Couverdon proposes to donate or sell the lands surrounding Stocking and Holland Lakes to the Town, about the next steps in the Boundary Extension Application process, about the impact on property taxes, and about the proposed mix of commercial and residential development on the Couverdon lands.

Greg Dodd enquired how the Town proposes to keep people out of the watershed.

Tammy Edwards enquired on what basis the Town had determined the capacity of its water system to accommodate anticipated population.

Greg Roberts asked Council to consider the original intent and values of the Town's sustainability vision, other options for achieving watershed protection in partnership with TimberWest/Couverdon, cooperative approaches to protect valuable forest lands, and, the possible effects of climate change on the town's water supply.

Councillor Arnett reiterated his commitment to watershed protection for future generations.

Councillor D. Paterson was advised that the value of the

watershed lands which Couverdon proposes to provide to the Town for a nominal amount as part of the Boundary Extension Application is estimated at approximately \$5 million.

Mayor Hutchins explained that Council must first vote to accept the Boundary Extension Application. This would be followed by a public input period which will take the form of an Alternate Approval Process. Should the application pass the Alternate Approval Process, the Town would then forward the application to the Provincial Government for review and consultation with First Nations. Provincial approval would then lead to an amendment of the Town's Letters Patent to reflect the new boundary. At that point, any development of the new properties would be subject to the Town's regular rezoning process.

Mayor Hutchins thanked the representatives of Couverdon and members of the community for attending the meeting.

CS 2014-035 It was moved, seconded and carried that Council direct staff to proceed with the proposed boundary extension submitted by Couverdon Real Estate/TimberWest and that the Mayor and Corporate Officer be authorized to sign the proposal for submission to the Provincial Government.

CS 2014-036 It was moved, seconded and carried that Council direct staff to proceed with the Alternative Approval Process for the proposed boundary extension submitted by Couverdon Real Estate/TimberWest, to be concluded by the end of March, 2014, in accordance with the legislation.

CS 2014-037 It was moved, seconded and carried that Council direct staff to submit a notice of the proposed boundary extension to the B.C. Gazette in accordance with the legislation.

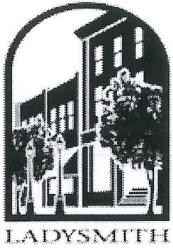
ADJOURNMENT

CS 2014-038 It was moved, seconded and carried that this Special Meeting of Council be adjourned at 8:47 p.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



**TOWN OF LADYSMITH
REQUEST FOR DELEGATION STATUS
CORPORATE SERVICES DEPARTMENT**

RECEIVED
DEC 24 2013

410 ESPLANADE, PO BOX 220,
LADYSMITH, BC V9G 1A2
250.245.6400 FAX:250.245.6411

APPLICANT INFORMATION	
NAME: Kathleen Sheppard	DATE: December 17, 2013
ADDRESS: 135 Third Street, Duncan, BC V9L 1R9	
ORGANIZATION INFORMATION	
NAME: Social Planning Cowichan	
PHONE: 250-746-1004 <i>X-250</i>	E-MAIL: ksheppard@socialplanningcowichan.org
MEETING INFORMATION	
COUNCIL or COMMITTEE REQUESTED: Town Council	
DATE REQUESTED: February 3, 2014	NUMBER ATTENDING: 4
NAME(S) OF PRESENTER(S): Kathleen Sheppard	
<input type="checkbox"/> WILL <input checked="" type="checkbox"/> WILL NOT NEED PRESENTATION EQUIPMENT	
TOPIC TO BE PRESENTED:	
<p>Social Planning Cowichan would like to present our 2013 Annual Report, including an overview of our accomplishments from 2013 and our priorities for 2014.</p>	
NATURE OF REQUEST / CONCERN:	
<p>For information only.</p>	

NOTE: Notification of Delegation Request must be received by 12:00 noon on the Wednesday prior to the requested Council or Committee meeting. If approved, presentations are to be restricted to ten (10) minutes, unless notified otherwise.
(Per Policy 01-0570-A - Council Resolution 01-514)



Town of Ladysmith

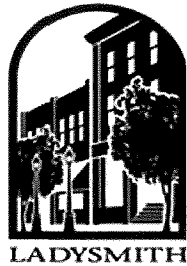
COMMITTEE REPORT

To: Mayor and Council
From: Councillor Bill Drysdale
Chair, Municipal Services Committee
Date: January 21, 2014
File No:

Re: **MUNICIPAL SERVICES COMMITTEE RECOMMENDATIONS – January 20, 2014**

At its January 20, 2014 meeting, the Municipal Services Committee recommended to Council the following:

1. That Council direct Staff to amend the financial plan to accommodate the replacement of eleven pieces of aging cardio equipment at the Frank Jameson Community Centre.
2. That the correspondence received from Shawn O'Toole regarding the establishment of Holland Creek Trail as an area where dogs must be leashed be referred to the Parks, Recreation and Culture Commission and that the Commission be requested to consider Committee's recommendation that the Holland Creek Trail be deemed an on leash area.



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: January 28, 2014
File No: 6800-20-40

Re: COMMUNITY HERITAGE REGISTER UPDATE PROJECT

RECOMMENDATION(S):

That Council approve the Statements of Significance for the following 13 properties:

- Comox Logging & Railway Shops Building (610 Oyster Bay Drive)
- The Old Post Office (340 Esplanade)
- Temperance Hotel (32 High Street)
- Convent School (210 Buller Street)
- Jones Hotel (12 Gatacre Street)
- 516 First Avenue Building (516 First Avenue)
- Eagles Hall (921 First Avenue)
- Coburn/Verchere House (641 Third Avenue)
- Jessup's Drug Store (18 High Street)
- Music Hall (18 Roberts Street)
- Masonic Hall (26 Gatacre Street)
- Johnson Shoes (528 First Avenue)
- Ladysmith Railway Station

and add these properties to the Town's Community Heritage Register.

PURPOSE:

The purpose of this report is to request Council's support for the inclusion of 13 properties recommended by the Heritage Revitalization Advisory Commission (HRAC) for inclusion on the Town's Community Heritage Register.

INTRODUCTION/BACKGROUND:

The Community Heritage Register (CHR) currently contains nine records. The CHR provides information about the character-defining features of a property that should be considered when exterior changes to the building are planned. Including properties on the CHR does not provide heritage protection, but rather identifies properties that are important to the Town due to their heritage character. The CHR was created in 2006 and was last updated in 2010.

At its meeting held November 5, 2012, Council provided the following direction:

It was moved, seconded and carried that the Town of Ladysmith Community Heritage Register be updated by adding all existing buildings listed in the Ladysmith Heritage Inventory.



Since that time the HRAC has reviewed the 45 existing properties listed in the Heritage Inventory using a ranking system to prioritize which buildings should be recommended to be added during this current CHR update. The project has been phased to manage budget impacts and is expected to be completed over the next few years, subject to budget and resources. The Town contracted with Christine Meutzner to research and prepare the required documentation which is attached to this report.

In order to be included in the Community Heritage Register, there must be reasons why the property is considered to have heritage value or heritage character. The preparation of a Statement of Significance (SOS) is the tool used to fulfill this requirement. SOS's include a property's description, heritage values, and character-defining elements.

SCOPE OF WORK:

The stage of this project is to seek Council's authorization to add the 13 properties to the CHR. If Council supports the recommendation, staff will proceed with the steps required under the legislation, including sending notification letters to the building owners and the minister responsible for the Heritage Conservation Act. In addition, building documentation will be sent to the Province for inclusion in the Provincial Register of Historic Places.

The benefits to the property owner include access to research about the heritage value or character of their building and the potential availability of Building Code equivalencies and eligibility for external funding, when available. In addition, the budget of the HRAC has funded the creation of heritage plaques that celebrate local history for properties on the CHR.

Building Name	Address	Image
Comox Logging & Railway Shops Building (aka the Machine Shop) (1943)	610 Oyster Bay Drive	
The Old Post Office (1910)	340 Esplanade	

Building Name	Address	Image
Temperance Hotel (1900)	32 High Street	
Convent School (1910)	210 Buller Street	
Jones Hotel (c.1900)	12 Gatacre Street	
516 First Avenue Building (c.1909)	516 First Avenue	
Eagles Hall (1901)	921 First Avenue	
Coburn/Verchere House (1903)	641 Third Avenue	

Building Name	Address	Image
Jessup's Drug Store (c.1900)	18 High Street	
Music Hall (c.1905)	18 Roberts Street	
Masonic Hall (1913)	26 Gatacre Street	
Johnson Shoes (1901)	528 First Avenue	
Ladysmith Railway Station (1944)		

ALTERNATIVES:

Council not approve the addition of the thirteen properties to the Town's CHR.

FINANCIAL IMPLICATIONS:

Funding for the continuation of this project is included in the current year of the Financial Plan.

LEGAL IMPLICATIONS:

The addition of properties to the CHR must be completed in accordance with the Local Government Act.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Heritage Revitalization Advisory Commission reviewed the draft SOS's and provided comments and recommend that these properties be added to the CHR.

Property owners have been advised that Council is considering adding these properties to the CHR and each received a copy of their property's SOS. If Council supports the addition of the properties to CHR, property wners will also receive statutory notification.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

RESOURCE IMPLICATIONS:

Staff time will be required to complete the final steps of this CHR update project.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Visioning report notes the importance of heritage properties in Ladysmith and historical preservation and celebration as an important element of a high quality public realm.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The Town's Heritage Strategic Plan advocates the expansion of Ladysmith assets in the Heritage Register with ongoing preparation of Statements of Significance.

SUMMARY:

The approval of the Statements of Significance and the addition of the 13 properties to the Town's Community Heritage Register will provide official recognition of the heritage value of these properties and their importance to the Town of Ladysmith. In addition, these steps will facilitate the possible inclusion of the 13 properties on the Provincial and Canadian Heritage Registers.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Ladysmith Statements of Significance Project, 2013 (Christine Meutzner)

**COMOX LOGGING AND RAILWAY SHOPS BUILDING
610 OYSTER BAY DRIVE**

DESCRIPTION OF THE HISTORIC PLACE

The Comox Logging and Railway Shop Building is a large, utilitarian structure located between the waterfront and the Esquimalt and Nanaimo main rail line, just outside the downtown core of Ladysmith. The historic place is confined to the building footprint.

HERITAGE VALUE

The Comox Logging and Railway Shops Building is valued as a very rare, intact remnant of the community's industrial logging past. The Comox Logging and Railway Company played the key role in the resuscitation of the town's economy after the coal mines closed in 1931. For several years, Ladysmith suffered a severe economic slump and the town experienced a loss in population. This situation was dramatically reversed in 1936 when the Comox Logging and Railway Company started a major new logging initiative in the area. The building stands as a tangible reminder of the pivotal role the Comox Logging and Railway Company played in Ladysmith and as a symbol of the post-mining economy. The structure is substantially intact.

Built in 1943, the Comox Logging and Railway Shops Building is an excellent example of a vernacular, utilitarian building. Designed to accommodate the repair of both locomotives and trucks, the building is notable for its simple, functional form and sturdy construction.

The Comox Logging and Railway Shops Building is part of a grouping of historic buildings and objects that include a machine shop and other ancillary buildings and several oversize artifacts including a restored locomotive. Collectively, these other buildings and objects provide an understanding of early industrial processes and opportunities for historic interpretation.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Comox Logging and Railway Shops Building include:

- all of the elements of a large, functional, industrial structure including the simple form, the large sliding doors that allowed the easy movement of trucks and locomotives into the building for repair, the large number of windows for natural light and ventilation, the corrugated tin cladding, and the overhead crane on the front elevation
- the building's location within a group of related historic buildings and objects

**THE OLD POST OFFICE
340 ESPLANADE**

DESCRIPTION OF THE HISTORIC PLACE

The old Post Office Building is a large, commanding brick building with Beaux-Arts detailing located on a prominent corner site on the main highway through Ladysmith. The historic place is confined to the building footprint.

HERITAGE VALUE

Built in 1910, the Post Office Building is an excellent example of a standard plan post office erected during the era of David Ewart's tenure as Chief Dominion Architect. It is distinguished by its solid brick construction, its symmetrical and refined appearance and its prominent cornice.

The Post Office Building is significant as the premier symbol of early federal government presence in Ladysmith. This expensive and sophisticated building projected federal power and authority and, at the same time, signaled Ladysmith's status as a town of consequence, worthy of federal investment.

Considerably larger and more elaborate than any neighbouring buildings, the Post Office Building is a highly visible community landmark.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Post Office Building include:

- its standard plan and modest Beaux-Arts style, functional design and high level of craftsmanship including two-storey rectangular massing, symmetrical façade, flat roof, semi-circular windows on the lower floor, rectangular windows on the upper floor, separate entrances for the customs and post office functions and elaborate dentilled cornice that defines the roofline
- its brick construction with dressed stone basement
- the incised Customs and Post Office signs on the front façade and brass mail and newspaper slots on the north elevation that indicate the building's original function
- its siting on a prominent corner location on a major thoroughfare

**TEMPERANCE HOTEL
32 HIGH STREET**

DESCRIPTION OF THE HISTORIC PLACE

The Temperance Hotel is a modest, two-storey, wood-framed building located in Ladysmith's commercial core. The historic place is confined to the building footprint.

HERITAGE VALUE

Built in 1900, the Temperance Hotel is a good example of a vernacular, early commercial building. Its simple form and detailing represent the type of commercial building that predominated in Ladysmith until the construction of more substantial, and often elaborate, buildings a few years later.

The Temperance Hotel, moved from Wellington in 1900, symbolizes the once-common practice of moving buildings to different locations as new coal mines were developed or as old ones failed. The relocation of buildings underlines the fragile and variable nature of coal mining economies and is a significant symbol of the community's socioeconomic history.

The Temperance Hotel is significant as a tangible reminder of the social and economic importance of hotels in Ladysmith history. Like most mining communities, early Ladysmith had a large population of single, often transient, men. As affordable housing alternatives, hotels functioned as living quarters and, in the saloons and restaurants typically located on the ground floor, as social centres. The Temperance Hotel has further significance as the only local hotel that did not serve alcohol and is a tangible reminder of the temperance movement, one of the most important social movements of the nineteenth and early twentieth centuries.

The Temperance Hotel is significant for its association with a defining event in Ladysmith history. During the Great Strike of 1912-1914, the hotel accommodated single men brought in as strike breakers. The hotel became a focal point for the frustrations of the strikers during the 1913 riots, and the target of one of two bombs ignited on the night of August 12. Striking for better wages, working conditions and union recognition, the miners ultimately achieved none of these goals and, after two long, bitter years, the strike collapsed. Shaken and demoralized, the optimistic and expansive spirit of the pre-strike era was fundamentally altered and would not be recovered until the emergence of the logging industry in the late 1930s.

The Temperance Hotel is valued as part of a grouping of historic buildings in the commercial core of Ladysmith.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Temperance Hotel include:

- all the elements of an early commercial building as expressed in the simple form and massing, modest scale, wood construction and cladding and overall lack of ornamentation
- the building's location in the commercial core within a larger group of heritage buildings
- the signage that indicates the building's association with the Temperance Movement

**THE CONVENT SCHOOL
210 BULLER STREET**

DESCRIPTION OF THE HISTORIC PLACE

The Convent School is a large, Second Empire style building located on a hillside in a residential section of Ladysmith. The historic place is confined to the building footprint.

HERITAGE VALUE

Built in 1910, the Convent School is a large three-storey, concrete block building. The most distinctive feature is the mansard roof. While the roof form is intact, the original dormers were removed when the building was converted into apartments. The roof profile is a major element of the Second Empire style, which in turn was closely associated with late nineteenth century institutional style, especially with Roman Catholic religious orders.

The Convent School is significant for its association with the Sisters of St. Ann, who were the first Catholic order of nuns to run a school in the building. The Quebec-based Sisters of St. Ann arrived in British Columbia in 1858 and, over time, provided schools, orphanages and health care throughout the province. The Sisters were a vital and important part of the civic community and this building is one of several that serve as a tangible legacy of their contributions to the province.

Located on a hillside above the town centre, the building's height, mass and distinctive roof line makes it an important community landmark.

The Convent School is significant as the only remaining early school building in Ladysmith and the only remaining building on a site that once also included a Catholic Church and Rectory. As such, it the only tangible evidence of the community's earliest educational and Roman Catholic religious landscape.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Convent School include:

- the building's scale, mass and form, the Second Empire style roof, masonry construction including a variety of concrete block styles, the bell tower, and the fenestration pattern on all elevations
- the building's location on a hillside, overlooking the town centre

**JONES HOTEL
MINER'S HOTEL
12 GATACRE STREET**

DESCRIPTION OF HISTORIC PLACE

The Jones Hotel is a two and one-half storey Queen Anne style building located between two major thoroughfares in the commercial district of Ladysmith, British Columbia. The historic place is confined to the building footprint.

HERITAGE VALUE

The Jones Hotel is significant as a tangible reminder of the social and economic importance of hotels in Ladysmith history. Like most mining communities, early Ladysmith had a large population of single, often transient, men. As affordable housing alternatives, hotels functioned as living quarters and, in the saloons and restaurants typically located on the ground floor, as social centres.

Built around 1900, the Jones Hotel is a very good and rare example of a vernacular, Queen Anne style building in Ladysmith. Generally asymmetrical in form, the style can have any combination of features including bay windows, towers, turrets, wrapping porches (often on multiple stories), balconies, stained glass decoration, roof finials, walls carvings and/or inset panels of stone or terracotta, cantilevered upper stories, much decorative trim, patterned shingles, belt courses, elaborate brackets, banisters, spindles, and mixed claddings. The Jones Hotel is a relatively modest version of the style but a rare surviving one in Ladysmith. A substantial renovation in the 1980s was sympathetic to the building's original character.

The Jones Hotel, moved from Wellington in 1900, symbolizes the once-common practice of moving buildings to different locations as new coal mines were developed or as old ones failed. The relocation of buildings underlines the fragile and variable nature of coal mining economies and is a significant symbol of the community's socioeconomic history.

The Jones Hotel is part of a grouping of historic residences and commercial buildings near the main commercial district.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Jones Hotel include:

- all of the remaining elements of a modest Queen Anne style building including the asymmetrical form, tower, mixed claddings, porches with elaborate post brackets, mixed window types and styles and asymmetrical arrangement of windows and doors
- the building's location with a group of historic buildings in the commercial core

**516 FIRST AVENUE BUILDING
516 FIRST AVENUE**

DESCRIPTION OF THE HISTORIC PLACE

The 516 First Avenue Building is a modest, two-storey commercial building on the west side of the main commercial street in Ladysmith, British Columbia. The historic place is confined to the building footprint.

HERITAGE VALUE

The 516 First Avenue Building's primary significance is as part of a grouping of largely intact historic buildings in Ladysmith's commercial core. Situated at the northern end of the main commercial thoroughfare in Ladysmith, the building forms part of an almost continuous city block of similarly proportioned historic buildings that collectively create a cohesive streetscape.

Built around 1909, the 516 First Avenue Building has been substantially renovated and many of its original features changed or obscured. The building's simple form, two-storey height and Boomtown style front are intact and are in keeping with the rest of the buildings on this city block.

Associated with Ladysmith's earliest development, the 516 First Avenue Building has been in continuous commercial use for over a century and is a significant contributor to the heritage character of the area.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the 516 First Avenue Building include:

- the building's location within a large grouping of heritage buildings on the main commercial street
- the building's simple form and two-storey height
- the building's boomtown-style front and large windows at the street level
- the building's continuous commercial use for over a century

**EAGLE'S HALL
921 FIRST AVENUE**

DESCRIPTION OF THE HISTORIC PLACE

The Eagle's Hall is a one-storey, wood-clad building located on a corner of Ladysmith's main commercial thoroughfare. The historic place is confined to the building footprint.

HERITAGE VALUE

The Ladysmith Eagle's Hall is valued for its association with a long line of significant owners and tenants who all played important roles in the history of the community. The first occupant was the Ladysmith Leader, the town's first newspaper. A succession of other newspapers occupied the premises until 1912 when operations were moved to a new building. The building next served as a barracks to house the militia who were brought in to restore order after the Great Miner's Strike riots of 1913. The building remained a barracks during the First World War, this time housing the Irish Fusiliers. After the war, the building served as the meeting hall for the Native Sons and Daughters and, later still, it became the Eagle's Hall. Whether a newspaper office, a barracks or a community meeting hall, the building represents different phases in the community's development and, as such, is an important tangible reminder of its heritage.

Built in 1901, the Eagle's Hall has had renovations and additions, including extensions to both the north and south elevations, but its overall character and scale remain substantially intact. Generally modest in scale and detail, the building is valued as a good example of an early, vernacular commercial and institutional structure.

The Eagle's Hall is valued as part of a grouping of historic buildings adjacent to the commercial core of Ladysmith and contributes substantially to the heritage character of the area.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Eagle's Hall include:

- all of the elements of the original building including the wood siding, gable roof and one storey height
- the building's location within a group of historic buildings adjacent to the commercial core

**COBURN-VERCHERE RESIDENCE
641 THIRD AVENUE**

DESCRIPTION OF THE HISTORIC PLACE

The Coburn-Verchere Residence is a hipped-roofed bungalow style building located on a hillside on a residential street in Ladysmith. The historic place is confined to the building footprint.

HERITAGE VALUE

One of very few architect designed residences in early Ladysmith, the Coburn-Verchere Residence is significant for its association with the noted Victoria-based architectural firm of Hooper and Watson. The building, at the time of its construction, stood in sharp contrast to most early residences that were typically owner-built and more modest in form, detail and craftsmanship. It is one of few remaining examples of early middle-class housing in Ladysmith.

Built in 1903, the Coburn-Verchere Residence is a good example of a bungalow style building. Featuring both gabled and hipped roofs, the house fits neatly into the hillside and its siting affords views of the waterfront. Alterations over the years, which include the addition of a substantial sunroom and the closing-in of the original front porch, have not diminished the overall form and character of the building.

The Coburn-Verchere Residence is valued for its association with two prominent local families. John Coburn was Ladysmith's first mayor and, as the owner of a large sawmill, a substantial employer. As the first mayor, Coburn played a role in shaping the earliest growth and development of Ladysmith. In 1917, the house was purchased by the Verchere family, who have lived in it since that time. Members of the Verchere family have been on City Council and held important positions in the business community.

CHARACTER DEFINING ELEMENTS

The character defining elements of the Coburn-Verchere Residence include:

- all of the elements of a bungalow style building including its simple form and massing, the hipped main roof, gabled roof on section overlooking the waterfront and mullioned windows
- the building's location on a hillside in a residential section of Ladysmith

**JESSUPS DRUG STORE
18 HIGH STREET**

DESCRIPTION OF HISTORIC PLACE

Jessup's Drug Store is a one-storey Boomtown style building located between two major thoroughfares in the commercial district of Ladysmith, British Columbia. The historic place is confined to the building footprint.

HERITAGE VALUE

Built around 1900, Jessup's Drug Store is an excellent example of a simple, vernacular Boomtown or false-front style structure. Until the erection of more sophisticated brick in this area over the next few decades, Ladysmith's first commercial buildings were typically wood-framed and clad, and false-fronted. Boomtown fronts made buildings appear more substantial and provided a convenient area for signage, while large windows provided space for the display of goods. The building remains substantially intact.

The Jessup's Drug Store building is significant as part of an important grouping of heritage structures on this block. It is, however, the only remaining type of its style on a street that was, at one time, lined with several similar buildings.

Symbolizing Ladysmith's very earliest commercial development, Jessup's Drug Store has been in continuous use for over a century and adds significantly to the heritage character of the street.

CHARACTER DEFINING ELEMENTS

The character-defining elements of the Jessup's Drug Store building include:

- all of the elements of its vernacular architecture as expressed in the wood siding, Boomtown false-front façade, cornice with ornate cornice brackets, and centered, inset single entry door with large flanking windows
- the building's small scale and simple form and massing
- the building's location within a group of heritage buildings on a commercial street in the downtown core
- the building's status as the only remaining example of a Boomtown structure on this block
- the building's continuous commercial use for over a century

**MUSIC HALL
18 ROBERTS STREET**

DESCRIPTION OF HISTORIC PLACE

The Music Hall Building is a small, one-storey Boomtown style building located between two major thoroughfares in the commercial district of Ladysmith, British Columbia. The historic place is confined to the building footprint.

HERITAGE VALUE

Built around 1905, the Music Hall Building is an excellent example of a simple, vernacular Boomtown or false-front style structure. Until the erection of more substantial and sophisticated buildings in the area over the next few decades, Ladysmith's first commercial buildings were typically wood framed and clad, and false fronted. Boomtown fronts made buildings appear more substantial and provided a convenient area for signage, while large front windows provided space for the display of goods. The building is substantially intact.

The Music Hall Building is significant for its association with prominent early resident John Stewart. In addition to being a notary public, real estate agent and insurance broker, Stewart was very active in civic affairs, serving as the first City Clerk, a Justice of the Peace, City Magistrate and Secretary to the Board of Trade. Stewart, and other professional and entrepreneurial men like him, was instrumental in directing Ladysmith's early growth and development.

The Music Hall Building is part of a group of heritage buildings in this section of the commercial district.

Symbolizing Ladysmith's very earliest commercial development, the Music Hall Building has been in use for over a century and adds significantly to the heritage character of the street.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Music Hall Building include:

- all of the elements of its vernacular architecture as expressed in the wood siding, Boomtown false-front façade, simple cornice, inset double front entry door with transom and large mullioned window
- the building's small scale and simple form and massing
- the building's location within a group of heritage buildings on a commercial street in the downtown core
- the building's continuous commercial use for over a century

**MASONIC HALL
ST. JOHN'S MASONIC TEMPLE
26 GATACRE STREET**

DESCRIPTION OF THE HISTORIC PLACE

The Ladysmith Masonic Hall is a brick, two-storey Edwardian-style building located in Ladysmith's commercial core. The historic place is confined to the building footprint.

HERITAGE VALUE

Built in 1913, the St. John's Lodge Masonic Temple is a very good example of an Edwardian commercial building. The building's simple form, massing, and symmetrical façade symbolize the transition from the more elaborate styles of the Victorian period to the restrained elegance of the Edwardian era.

The St. John's Lodge Masonic Temple is part of a grouping of largely intact historic buildings in Ladysmith's commercial core. Situated just off the main commercial thoroughfare, the building is a significant contributor to the heritage character of the area.

Still used for lodge meetings, the St. John's Lodge Masonic Temple exemplifies the historic and continuing importance of fraternal organizations to the cultural, economic and social life of Ladysmith. The building occupies the same site as an earlier lodge that was moved from Wellington in 1901.

The St. John's Lodge Masonic Temple has been in continuous use as a commercial and community meeting space since its construction. Like many buildings of this era, the downstairs was designed as commercial space while the upper storey was used by organizations or as living quarters.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the St. John's Masonic Temple include:

- all of the elements of Edwardian era building as expressed in the overall restrained appearance, simple form and massing, symmetrical façade, flat roof, brick construction with decorative detailing at the cornice, cambered arches on upper storey windows, simple cornice with ornate end brackets and simple pilasters
- all of the functional elements of an Edwardian era commercial building including the large windows at street level and inset front entry door
- the large Masonic symbol on the front façade
- the building's location within a larger grouping of historic structures
- the building's continuous use as a meeting hall and retail space

JOHNSONS SHOES BUILDING

528 FIRST AVENUE

DESCRIPTION OF HISTORIC PLACE

The Johnson's Shoes Building is a modest, two-storey commercial building on the west side of the main commercial street in Ladysmith, British Columbia. The historic place is confined to the building footprint.

HERITAGE VALUE

The Johnson's Shoes Building's primary significance is as part of a grouping of largely intact historic buildings in Ladysmith's commercial core. Situated at the northern end of the main commercial thoroughfare in Ladysmith, the building forms part of an almost continuous city block of similarly proportioned historic buildings that collectively creates a cohesive streetscape.

Built in 1901, the Johnson's Shoes Building has been substantially renovated and many of its original features changed or obscured. The building's simple form, two-storey height and Boomtown style front remain intact and are in keeping with the rest of the buildings on this city block.

Associated with Ladysmith's earliest development, the Johnson's Shoes Building has been in continuous commercial use for over a century and is a significant contributor to the heritage character of the area.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Johnson's Shoes Building include:

- the building's location within a large grouping of heritage buildings on the main commercial street
- the building's simple form and two-storey height
- the remaining original features including the gabled boomtown front, large window at street level and inset entry door
- the building's continuous commercial use for over a century

RAILWAY STATION

DESCRIPTION OF THE HISTORIC PLACE

The Ladysmith Railway Station is a modest, one-storey cottage style building located between the railway tracks and the highway in Ladysmith. The historic place is confined to the building footprint.

HERITAGE VALUE

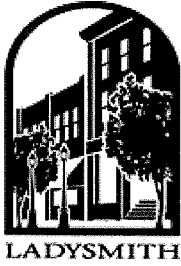
The Ladysmith Railway Station is valued as a tangible reminder of the crucial role of rail transportation in early Ladysmith. For decades, the local economy was dependant on rail transportation to move its primary export products, coal and later logs, to breakwater. The railway also provided important passenger service between island communities. By the 1940s, better roads led to increased use of truck transportation and increased ownership of automobiles led to less dependence on the railway for passengers. The Ladysmith Railway Station's modest size and detailing symbolize the waning of what had once been the most significant mode of transportation in the area.

Built in 1944 to replace an earlier, more elaborate structure that included living quarters, the Ladysmith Railway Station is a simple-cottage style building. The Ladysmith Railway Station features typical functional elements such as a projecting central block which provided unobstructed views of the track and an attached freight shed. Simple and functional, the building remains substantially intact.

CHARACTER-DEFINING ELEMENTS

The character-defining elements of the Ladysmith Railway Station include:

- all of the elements of the station's cottage-style, design including the stucco cladding, low hipped roof, low massing punctuated by a gable roofed projection facing the tracks, decorative belly bands, decorative half-timbers in the gabled projection and large freight shed doors
- the location of the building in a historic industrial area, adjacent to the railway tracks and other industrial buildings



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation & Culture
Date: January 24, 2014
File No:

RE: COWICHAN VALLEY REGIONAL DISTRICT SPORT TOURISM WORKING COMMITTEE APPOINTMENT

RECOMMENDATION:

THAT Council appoint John Perry to serve on the Cowichan Valley Regional District (CVRD) Sport Tourism Working Committee, as recommended by the Parks, Recreation and Culture Commission.

INTRODUCTION/BACKGROUND:

At the Council meeting held January 6, 2014, Council requested that the Parks, Recreation and Culture Commission recommend to Council an individual to serve on the Regional Sports Tourism Working Committee being established by the Cowichan Valley Regional District.

ALTERNATIVES:

Council may choose to appoint another individual.

FINANCIAL IMPLICATIONS:

There are no financial implications identified.

LEGAL IMPLICATIONS:

There are no legal implications identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There are no citizen/public relations implications identified.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There are no interdepartmental implications identified.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This aligns with the following Strategies:
Strategy 8: Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with the following Priorities:
Priority C: Dynamic Economic Development

SUMMARY:

The Cowichan Valley Regional District is creating a Regional Sport Tourism Working Committee and has invited the Town of Ladysmith to appoint a representative. The Parks, Recreation and Culture Commission has recommended that John

Perry be appointed to serve on the Cowichan Valley Regional District Sport Tourism Working Committee.

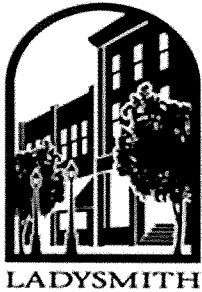
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation and Culture
Date: January 28, 2014
File No:

Re: **BC FAMILY DAY GRANT AND SPECIAL EVENT**

RECOMMENDATION(S):

THAT Council receive this report for information.

INTRODUCTION/BACKGROUND:

The Parks, Recreation and Culture Department was provided a one-time grant of \$1,000 by British Columbia Recreation and Parks Association to be used in the celebration of the 2nd Annual BC Family Day taking place on February 10, 2014.

SCOPE OF WORK:

The department will enhance the previously planned event with additional activity hosts and refreshments.

ALTERNATIVES:

There are no alternatives applicable.

FINANCIAL IMPLICATIONS:

The grant will be used to offset expenses of hosting the event and to supplement advertising.

LEGAL IMPLICATIONS:

There are no legal implications identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The event will provide an opportunity for local families to “play together” and advertising will incorporate information from other organizations celebrating the day.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Financial Services Department will be required to receive the funds and allocate the expenses.

RESOURCE IMPLICATIONS:

There are no resource implications identified.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This aligns with following strategies:

Strategy 6 - Culture & Identity

Strategy 7 - Public Health & Social Development

Strategy 10 - Leadership & Partnerships

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with the following priorities:

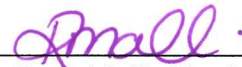
Priority A - Wise Financial Management

Priority F - A Safe & healthy Community

SUMMARY:

The Department of Parks, Recreation and Culture received a one-time grant of \$1,000 in celebration of BC Family Day to assist with costs to organize and promote family activities for the day.

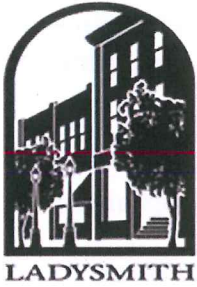
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: January 29, 2014
File No:

Re: 2014 Low-Flush Toilet Rebate Program

RECOMMENDATION(S):

It is recommended that Council direct staff to include \$10,000 for the Low-Flush Toilet Rebate Program in the 2014 Financial Plan, with \$6,000 of that amount to be funded from the prior year.

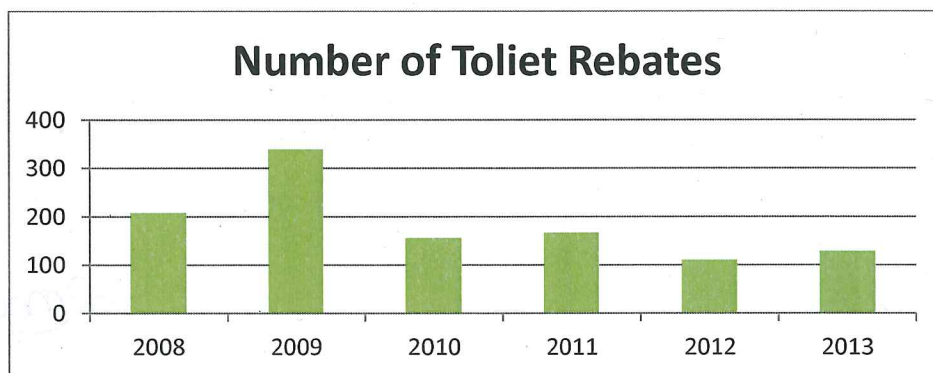
PURPOSE:

To provide an incentive program to encourage replacement of old, large-volume-tank toilets.

INTRODUCTION/BACKGROUND:

Since 2008, property owners in Ladysmith have been able to apply for a rebate up to \$75 per toilet when they replaced an older style toilet with a low-flush option. The maximum number of toilet rebates was 2 per household.

The program has been very popular, though the demand is decreasing. It is funded out of the Water Utility Fund. The budget amount has varied from \$4,400 to \$20,000. In 2013, \$9,675 was paid in rebates, with the budget of \$15,000. Since the program started, 1,110 toilets have been replaced for a cost of \$83,250.



SCOPE OF WORK:

Applications are available online and at various civic locations. Property owners provide the necessary documentation and staff administer the program. In the past, rebates were not given until the budget was approved. Staff have already received rebate applications for 2014.



ALTERNATIVES:

Council could choose not to continue with the program. Since the Town of Ladysmith water is metered, owners who have already installed low-flush toilets should have lower water bills.

Council could choose to expand the program to other appliances, such as dishwashers and washing machines. Additional staff time would be used to monitor these additional appliances and some utility companies already provide incentives for these appliances.

Council could choose to include \$10,000 per year in the 2014-2018 Financial Plan.

FINANCIAL IMPLICATIONS:

Upon Council's direction, Staff would include the applicable amount in the Financial Plan.

LEGAL IMPLICATIONS:

There are no legal implications.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This program has been popular with property owners. Any modifications to the program would require advertising.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Public Works administers the program with Finance issuing the payments.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Offering this program supports the Town's Sustainability priority.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Responsible Steward of Environment while encouraging water conservation.

SUMMARY:

It is recommended that Council continue with the low-flush toilet rebate for 2014 and direct staff to include \$10,000 in the 2014-2018 Financial Plan for the year 2014.

I concur with the recommendation.

Ruth Malli

Ruth Malli, City Manager

ATTACHMENTS:

None



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation

NCO i/c, Ladysmith RCMP
320 6th Ave, PO Box 280
Ladysmith BC
V9G 1A2

Your File

Ladysmith/Cedar Fire Dept.
c/o Town of Ladysmith
410 Esplanade, PO Box 220
Ladysmith BC
V9G 1A2

Our File

2014-105

2014-01-13

COPY

Letter of Recognition

On January 12th, 2014 the Ladysmith RCMP requested the Fire Department to assist with a recovery of male in his vehicle floating in the river near Haslam Creek. The quick deployment of the Fire Department personnel and volunteers from the Ladysmith and Cedar stations were essential to the safe recovery of the male.

The training and dedication of the Fire Department Personnel and Volunteers are always appreciated by the RCMP. It is comforting to know that when a crisis is happening that the calls for assistance are being dealt with highly skilled and dedicated personnel and to know that these people are assisting on the side of their regular jobs or functions; it is even more impressive.

Please accept this letter as a heartfelt "Thank you" for all the great work you do in the community.

Sincerely,


Dave HERMAN, Staff Sergeant
Non Commissioned Officer in charge,
Ladysmith RCMP

/jr



Royal Canadian Mounted Police Gendarmerie royale du Canada

Security Classification/Designation

NCO i/c, Ladysmith RCMP
320 6th Ave, PO Box 280
Ladysmith BC
V9G 1A2

Your File

Search and Rescue
c/o Town of Ladysmith
410 Esplanade, PO Box 220
Ladysmith BC
V9G 1A2

Our File

2014-105

2014-01-13

COPY

Letter of Recognition

On January 12th, 2014 the Ladysmith RCMP requested the Ladysmith Search and Rescue to assist with a recovery of male in his vehicle floating in the river near Haslam Creek. Ladysmith RCMP Member, Cst RUPPENTHAL spoke with Tim CHADWICK on the phone who was able to help coordinate the Police to where the river would be flowing to; then assembled a team to assist with the recovery. According to Cental Towing Owner, Mark KUSZNIR the Ladysmith Search and Rescue provided a couple of volunteers to assisted with the removal of the vehicle from the river the following day.

The training and dedication of the Search and Rescue Volunteers is always appreciated by the RCMP. It is comforting to know that when a crisis is happening that the calls for assistance are being dealt with highly skilled and dedicated personnel and to know that these people are assisting on the side of their regular jobs or functions; it is even more impressive.

Please accept this letter as a heartfelt "Thank you" for all the great work you do in the community.

Sincerely,


Dave HERMAN, Staff Sergeant
Non Commissioned Officer in charge,
Ladysmith RCMP

/jr



**NANAIMO LADYSMITH
PUBLIC SCHOOLS**

From the Board of Education
Email: BoardOfEducation@sd68.bc.ca

January 20, 2014

Mayor Rob Hutchins & Council
Town of Ladysmith
c/o sbouma@ladysmith.ca



Dear Mayor Hutchins and Council:

Thank you for your correspondence of December 16th and December 17th regarding the School District's Ladysmith Extended Consultation Process. Your correspondence was received at the December 18th Board Meeting held at Ladysmith Secondary School.

On December 18, 2013, the Board of Education tabled the matter to come back to a future Board meeting. This matter will now be brought back for discussion at a Special Board Meeting to be held at Ladysmith Secondary School at 6:00 p.m. on February 6, 2014.

As you stated in your letters, the situation with school facilities in Ladysmith is complex. In making its decisions about the future of schools in the Ladysmith zone, the Board will be required to balance competing interests of different areas of the community. The opinions and preferences expressed by the Mayor and Council have been noted.

Yours truly,

Dot Neary, Board Chair

Pc: Trustees
D. Hutchinson, Superintendent
P. Turin, Secretary-Treasurer
J. Blain, Deputy-Superintendent



**NANAIMO LADYSMITH
PUBLIC SCHOOLS**

From the Board of Education
Email: BoardOfEducation@sd68.bc.ca

January 29, 2014

Town of Ladysmith Council
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2

Via email

Attention: Mayor Hutchins:

Your letter dated January 10, 2014 on behalf of the Council of the Town of Ladysmith has been received and has been reviewed by the Board of Education.

It is the intention of the Board of Education to make a decision on the proposed school closures in the Ladysmith area at its meeting on February 6, 2014. The Board of Education considers that it has not only satisfied all legal responsibilities for consultations with the public on the proposed school closures, it has also provided extensive opportunities for consultation including the extension on the consultation period. On behalf of the Board of Education I am able to confirm that the Board of Education has received significant public input including input from the Town of Ladysmith to assist it in the difficult decisions that it has to make with respect to the proposed school closures. The Board of Education thanks you for your valued input. As Board Chair I am able to confirm that the Board of Education will seriously consider all public input including that received from and on behalf of the Town of Ladysmith when it makes its decisions on February 6.

The Board's decision to not agree to your most recent invitation for a facilitated joint meeting was informed by the past involvement and past representations made by the Town of Ladysmith for Board consideration on the proposed school closures.

During the April-June consultation process the Town of Ladysmith met with Trustees and District staff on June 10, 2013 to review the proposed school closures. In addition, during the consultation process representatives of the Town Council attended and spoke at the public forum on June 17 in Ladysmith. As well, the Town Council sent a letter about the configuration of Ladysmith schools to the Board on June 18.

As you are aware, the Board of Education on June 26 approved the extended consultation for the Ladysmith Zone because the situation in Ladysmith with respect to school enrolments and school conditions were considerably complex. As part of the extended consultation, the Board established a Ladysmith Working Group to review proposed alternatives to the District's plan. Members of the Working Group included representatives from the Town of Ladysmith. The Working Group held 7 meetings of 3 hours each and sponsored 2 public forums in November 2013. Both you as the Mayor of Ladysmith and the Town Planner were members of the Ladysmith Working Group and participated fully in the meetings and discussions.



NANAIMO LADYSMITH
PUBLIC SCHOOLS

From the Board of Education
Email: BoardOfEducation@sd68.bc.ca

Please also be advised that the letter from the Town Council to the Board on December 16 and the further letter to the Board on December 17 have been received by the Board and will be taken into consideration when it makes its decision on February 6, 2014.

On behalf of the Board of Education I wish to extend my sincere appreciation of your participation in the processes and the valuable input that has been made on behalf of the Town of Ladysmith to assist the Board of Education in reaching its decisions on the proposed school closures.

Yours truly,

Dot Neary, Chair
Board of Education

Pc: Trustees
Administrative Council Executive



TOWN OF LADYSMITH

410 Esplanade, P.O. Box 220, Ladysmith, B.C. V9G 1A2
Municipal Hall (250) 245-6400 • Fax (250) 245-6411 • info@ladysmith.ca • www.ladysmith.ca

December 16, 2013

An Open Letter to The Board of School Trustees

The Ladysmith Town Council has considered the school needs of our local families in its review of the SD68 Facilities Plan. We have heard from local parents and school-aged children and have participated in local meetings.

We want to begin by stating that we respect that you have a difficult and challenging decision to make regarding the closure of schools. We recognize you are faced with competing demands for limited financial resources, aging infrastructure, and declining or static enrollment. We acknowledge the status quo is not sustainable and that changes must be made.

The decisions you will ultimately make will have far reaching impacts on our community. We ask that in your deliberations you respect the values, goals, and vision of our community found in our Town's Official Community Plan and in our Sustainability Visioning Report as represented in our recommendations below. The citizens of Ladysmith have made every effort to create an attractive, livable, family oriented community. We value our schools, not only as centres of education but also as key neighbourhood centres. We aspire to create walkable neighbourhoods. We take great pride in providing our families and children a rich variety of amenities. We have worked hard to ensure our community is friendly and supportive of children.

Parents of our community fought hard for the establishment of a French Immersion program. It has become a much valued enrichment opportunity. We look forward to the continuation and expansion of the elementary French Immersion Program and to its extension to Ladysmith Secondary School.

We ask you to choose a course of action that will support long-term community needs.

We ask you to honour your own established optimal school size and consistent school grade configurations across the School District when making decisions about schools in Ladysmith. We ask you to maintain a K-7 elementary and 8-12 secondary school grade configuration within our community. We do not agree with nor will we support the establishment of K-6, 7-12 grade configuration.

We ask you to select a course of action that will see the continuation of a K-7 elementary school south of Holland Creek and as well as a K-7 elementary school north of Holland Creek. We do not agree with nor will we support the creation of a single large elementary school to house all our elementary school age children.



We encourage you to utilize any excess school capacity by facilitating enrichment or alternative educational opportunities, providing adult education or daycare space, et cetera and to work with the Town to facilitate community programming opportunities and other efficiencies.

We welcome further community dialogue on this matter and welcome an opportunity to work with the Board of School Trustees to create the best outcomes for our children, our families and our community.

Yours sincerely,

Mayor Rob Hutchins
Councilor Steve Arnett
Councilor Bill Drysdale
Councilor Jill Dashwood
Councilor Gord Horth
Councilor Duck Paterson
Councilor Glenda Patterson



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December 17, 2013

Our File: 0400-80

The Board of School Trustees
School District 68

Via Electronic Mail

Dear Members of the Board of Trustees:

At our Regular Meeting of Monday, December 16, Town of Ladysmith Council considered the three options put forward in the November 22, 2013 Report from the Ladysmith Working Group (with its December 9 Addendum) which formed part of the School District 68 Extended Consultation Process.

As Council members we find ourselves in a difficult position: whichever option for school configuration in the Ladysmith/North Oyster area (the Ladysmith Zone) we support, we will be forced to be at odds with our friends and neighbours in neighbouring communities, with whom we share common goals and dreams for our children and our respective communities.

After considerable thoughtful discussion, Ladysmith Council voted unanimously to support Option C as presented in the Ladysmith Working Group's December 9 Addendum to its original report. We believe this would be the least disruptive option for the greatest number of children in the Ladysmith-North Oyster area. It is also the option that most closely aligns with the values, goals, and vision of our community found in our Town's Official Community Plan and in our Sustainability Visioning Report, and with the views expressed by the majority of participants in the extended consultation process.

The citizens of Ladysmith have made every effort to create an attractive, livable, family-oriented community. We value our schools, not only as centres of education but also as key neighbourhood centres. We aspire to create walkable neighbourhoods. We take great pride in providing our families and children a rich variety of amenities. We have worked hard to ensure our community is friendly and supportive of children.

Many of our citizens have participated diligently and respectfully in the Extended Consultation Process. Individually and collectively, those who took part in the consultation process recognize that the School District is faced with making difficult decisions regarding school closures and the future of public education in School District 68. We were sincerely committed to helping the District staff and the Board of Trustees make the tough but necessary decisions about the future configuration of schools in the Ladysmith Zone.

Members of the Ladysmith Working Group listened to the experts, to parents, to children, and to community members. They listened to the community at the November 25 and 26 meetings and developed a new option in response to that input. In recommending Option C, the Working Group looked at all possible options and believed it had come up with a workable solution that would disrupt the fewest children and families.

.../2



So it was with deep dismay and considerable distress that Mayor and Council subsequently learned that the considerations and recommendations put forth by the Working Group appear to have been disregarded in the recommendation put forward by Superintendent Hutchinson. The recommendation now before the trustees for your consideration at your December 18 meeting is neither Option A, nor B, nor C, but essentially the original proposal from the spring of 2013. We must ask how “the senior administration of the School District” could show such apparent disregard for the carefully considered recommendations of its own working group, which was both directed by and participated in by members of the senior administration.

We must ask how, in the face of our community’s pleas to maintain a school site south of Holland Creek, there would be a recommendation submitted to actually dispose of this school site?

Ladysmith Council would like to implore the Trustees to respect the time, effort and commitment of its own Working Group and give serious consideration to the recommendation known as Option C.

We ask you to choose a course of action that will support long-term community needs. ***Option C maintains walkability to Town of Ladysmith schools and community resources, and recommends exploring options for use of the North Oyster School site with the Cowichan Valley Regional District and the community.***

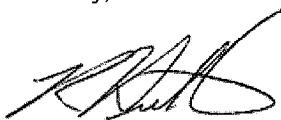
We once again ask you to honour your own established optimal school size and consistent school grade configurations across the School District when making decisions about schools in Ladysmith. We ask you once again to maintain a K-7 elementary and 8-12 secondary school grade configuration within our community. We do not agree with nor will we support the establishment of K-6, 7-12 grade configuration. ***Option C would have all enrolment streams operating at optimal school size based on district criteria, and align grade configuration with the rest of the district by keeping the Grade 7 students within an elementary school setting.***

We ask you to select a course of action that will see the continuation of a K-7 elementary school south of Holland Creek and as well as a K-7 elementary school north of Holland Creek. We do not agree with nor will we support the creation of a single large elementary school to house all our elementary school age children. ***Option C maintains a school in the south end of Ladysmith and provides an opportunity to strengthen and expand the French Immersion Program in the Ladysmith Zone.***

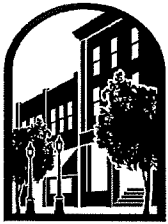
We encourage you to utilize any excess school capacity by facilitating enrichment or alternative educational opportunities, providing adult education or daycare space, et cetera and to work with the Town to facilitate community programming opportunities and other efficiencies.

We welcome further community dialogue on this matter and welcome an opportunity to work with the Board of School Trustees to create the best outcomes for our children, our families and our community.

Sincerely,



Rob Hutchins, Mayor



TOWN OF LADYSMITH

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LADYSMITH

January 10, 2014

Our File:

Ms. Dot Neary, Chair
The Board of School Trustees
School District 68

Via Electronic Mail

Dear Chair Neary:

I am writing on behalf of Council of the Town of Ladysmith to invite the Board of School Trustees of School District 68 and appropriate District staff to take part in a facilitated joint meeting with Council and members of Town staff. The purpose of the meeting would be to review the issue of proposed school closures in Ladysmith with the desired outcome of identifying and discussing challenges, concerns, opportunities and goals, and at the very least, arriving at a mutual understanding and acceptance of the similarities and differences in our respective positions.

Ladysmith Council firmly believes that such a meeting would benefit both parties and support the Board of Trustees' stated goal of "Developing and implementing meaningful public consultation processes, and effective partnerships and government to government relationships."

Given the urgency of the matter at hand, we would respectfully request that such a meeting take place at your earliest convenience and prior to the Board's final decision regarding school closures in the Ladysmith area.

With respect to a potential facilitator for such a meeting, we would recommend Mr. David Gouthro, who has extensive experience and proven results in working with diverse groups in communities to help them move forward together with common purpose and mutual understanding. The Town would be prepared cover the expenses associated with such a joint meeting.

I look forward to your response and to working closely with the Board of Trustees and District staff to move constructively past the current issues facing us and to continue a long, productive and collaborative relationship for the benefit of our community and our children.

Sincerely,

Rob Hutchins, Mayor



**LADYSMITH CHAMBER OF COMMERCE
INVITES YOU TO PARTICIPATE IN THE
2014 HOME, GARDEN & BUSINESS SHOW**

The show times are: Friday, March 28, 2014 from 2:00pm to 8:00pm
Saturday, March 29, 2014 from 9:00am to 3:00pm
Set-up will be Friday March 28 from 11:00am-2:00pm
Venue: Aggie Hall

The Ladysmith Home, Garden & Business show is an effective way to market your products and services to this community as well as the mid-island. Where else can you get hundreds of people into your business showcasing your products and services.....AT THE HOME SHOW.

As an exhibitor, the cost of your booth will include:

1. A special "4-page pull out" in The Ladysmith Chronicle with advertisements from each participant. Copies will be circulated throughout the Cowichan Valley and Nanaimo region, provided your application and payment is in the office by February 28, 2014.
2. One 6-foot skirted table
3. Draped backdrop and booth dividers
4. Electricity available if required
5. Booth signage with your company name
6. Morning coffee & muffin coupon (one per booth)
7. Hundreds of customers to your business

We encourage you
to promote
business by having
a prize draw box at
your booth.



This is also an excellent opportunity to meet and network with the other businesses and customers.

Inside Booths are \$260.00 for members, non-members \$310.00;
Parking Lot Booths are \$210.00 for members and \$260.00 for non-members
Book early as space is limited.

**Please advise on your application form if you require power and if you
require a table at your booth.**

Avoid disappointment and book your table now.

If you have any questions please contact:

**Cheryl Leukefeld 250-245-2024 or cherylis@shaw.ca or
Chamber of Commerce: 250-245-2112 or admin@ladysmithcofc.com**

LADYSMITH HOME, GARDEN & BUSINESS SHOW
March 28, 2014 - 2:00pm - 8:00pm
March 29, 2014 - 9:00am-3:00pm
Aggie Hall: 1110 - 1st Avenue (by Roundabout),
Ladysmith, B.C.



APPLICATION DEADLINE:
February 28, 2014

Size	Members	Non-Members
8 x 6'	\$260.00	\$310.00
Parking Lot	\$210.00	\$260.00

A Copy of your insurance for the show is required for our files. Your insurance must show as Co-Insured - Town of Ladysmith and Chamber of Commerce. Applications will not be processed without the proper insurance.

BOOTH FEE INCLUDES:

1. Colour Advertisement in Show Directory (4 page pull out in The Chronicle with additional copies circulated in the Cowichan Valley and Nanaimo) if application received by Friday, February 28, 2014
3. One 6 foot skirted table
4. Electricity to the booth if requested
5. Draped backdrop and booth dividers
6. Booth signage with your company name
7. Event advertising with local media
8. Poster distribution

JOIN THE CHAMBER TODAY!

Business Name: _____

Full Address: _____

Contact: _____

Phone: _____ Fax: _____

Website: _____ Email: _____

Signage and Advertising Name: _____

Booth Choice: #1 _____ #2 _____ #3 _____

Booth Cost: \$ _____ plus 5% GST: _____ = Total Due \$ _____

Electricity Requested _____ Yes _____ No

Table Required _____ Yes _____ No

(Vendors must use standard, skirted tables that are provided unless no table or special arrangements are made in advance.)

Method of Payment: **(Payment must be in full with proof of insurance to reserve space, first come, first serve)**

Visa or MC Number: _____

Expiry Date: _____ Name on Card: _____

Cheques: Payable to Ladysmith Chamber of Commerce, P.O. Box 598, Ladysmith, B.C. V9G 1A4

To avoid any conflict and to ensure the best arrangement of booths, final decision on booth locations will be made by the Ladysmith Chamber of Commerce Home, Garden & Business Show committee.